



POSITION DESCRIPTION

EXECUTIVE DIRECTOR

This position is responsible for the day-to-day operating activities, including leading and managing a comprehensive array of services and programs, together with the revenue and sales growth of business operations. The Executive Director will lead managers and more than eight programs of service and business operations across nine sites, with a staff of over 60 serving approximately 45 persons with disabilities. The Executive Director will take a lead role along with the rest of the management team in developing long-term and short-term strategies, goals, policies/procedures, revenue and sales growth, program/service evaluation, fundraising, and must drive Achievements, Inc.'s capacity to maximize overall impact in support of the organizational mission of *Providing Opportunities for PEOPLE with disaBILITIES to ACHIEVE*". This position reports to the Chief Executive Officers.

Exempt Status: Exempt

Direct Reports: Services & Training Coordinator
Nursing Staff
Administrative Assistant
Thrift Store Lead
Maintenance Lead
Employment Specialist

Essential Job Functions:

1. Work closely with the Chief Executive Officers, Chief Financial Officer and Board of Directors in designing, implementing, and evaluating organizational strategies.
2. Provide leadership, management, and vision necessary to ensure that the organization has the proper operational controls, administrative/reporting procedures, and people/systems in place to effectively grow the organization and to ensure financial strength and operating efficiency.
3. Support the executive management team in creating and implementing a shared vision for the organization and establishing an environment that facilitates and motivates employees in working toward achievement of organizational goals.

4. Direct business development initiatives that are consistent with the agency's mission of *"Providing Opportunities for PEOPLE with disABILITIES to ACHIEVE"*.
5. Ensure that the organizations' programs/services are in compliance with all applicable laws, rules, regulations, executive orders, etc.
6. Ensure that all program activities operate consistently and ethically within the mission of Achievements, Inc.
7. Provide community outreach as necessary to promote Achievements' mission and enhance the agency's public profile.
8. Demonstrate successful execution of business strategies for the organization's services, products, and retail operations.
9. Ensure the continued financial viability of services and business operations through sound fiscal management, and adherence to individual cost plans and staffing patterns.
10. Implement, direct, and participate in agency fundraising events
11. Oversee marketing communications including branding, public relations, advertising, market research, and website design and content. Facilitates the integration of Achievements into the fabric of the community by using effective marketing and communications activities.
12. In conjunction with the Chief Finance Officer, oversee property and maintenance management.
13. Establish and maintain professional, effective, harmonious working relationships with consumers, employees, board of directors, subordinates, peers, stakeholders, and the public.
14. Demonstrate loyalty and professional regard for the board of directors, subordinates, and peers, together with policies and procedures of Achievements.
15. Perform other duties as assigned.

Required Minimum Qualifications:

1. A bachelor's degree or equivalent.
2. Three years in a senior management role, with actual experience managing 30 or more employees.
3. Working knowledge of organizational development, personnel management, budget, and resource development.
4. Working knowledge of applicable laws, rules and regulations.
5. Demonstrated experience of budgeting, sales, business development and strategic planning.
6. Possess personal qualities of integrity, credibility, and commitment to the corporate mission of *"Providing Opportunities for PEOPLE with disABILITIES to ACHIEVE"*.
7. Ability to pass required background checks and drug screen.
8. Possession of a valid Montana Driver's License, and ability to maintain a good driving record for insurability to drive corporate vehicles.
9. Ability to effectively and efficiently use computer software programs to facilitate required tasks.
10. Ability to perform all responsibilities shown in this position description.

Job Demands:

While performing the duties of this job, employee frequently communicates with internal and external audiences, utilizing both speech and hearing. The employee regularly is required to stand, walk, sit, use hand and fingers, handle or feel objects, and reach with hands and arms. Occasionally may be required to squat, bend, lift, carry, push, pull, with walking surfaces being uneven. Specific vision abilities required by this job include close vision and the ability to adjust focus. Physical exertion may be required on a limited basis. Both indoor and outdoor activity may be required. Exposure to unpleasant sights, sounds, odors and physical aggression may be encountered.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.